



Prosperity
Children's Services

& JOB DESCRIPTION APPLICATION PACK

Deputy Manager

**Supporting Young People
Strengthening Futures.**

About Prosperity Children's Services:

At Prosperity Children's Services our mission is to improve the lives of children and young people in our care by providing safe, supportive, and high-quality services across Lancashire and Greater Manchester.

Prosperity Children's Services focuses on four core elements; Residential Homes, Outreach Services, Therapy and Education.

Our homes provide a stable foundation that many children may not have experienced before. It's essential that both our environment and the staff who support our children and young people deliver the highest standard of care to ensure the best possible outcomes for every child.



Benefits

- Private Medical Insurance – on successful completion of probation
- Death in service – 3 x annual salary
- Employee Assistance Program offering support for each employee and one member of their family including financial advice, mental health support etc
- Long service awards – 2, 5 and 10 years
- The option to Buy, Sell and carry forward holidays
- Free food all day, breakfast, lunches and snacks
- Christmas gift card

Coming soon...

- Moneywise credit union savings club for all employees
- HRT support
- Eye care vouchers



JOB TITLE: Deputy Manager

RESPONSIBLE TO: Registered Manager

SALARY RANGE: Starting at £40,000 (Dependent on qualifications & experience – salary includes cover for sleeps)

MAIN PURPOSE OF JOB:

Due to up-and-coming expansion, rewarding opportunities have arisen and we are currently looking for Deputy Managers within our Therapeutic Children's Homes who are keen for a new and exciting role.

The role of the Deputy Manager is to support and work alongside the Registered Manager of the Residential Children's Home in efficiently co-managing the house budget, overseeing the development of staff and the young people in placement, formulating and updating placement plans, risk assessments and positive handling plans.

You will support the Registered Manager in the delivery of high-quality service provision incorporating care, welfare, safety and security of all children and young people in your care and promoting the Company's ethos as a Therapeutic and Activity based organization. Also, this role is to support the staff team in managing the day-to-day tasks of the home, working on shift as necessary and acting as the lead person for role modelling and developing good practice and liaising with multi-agency partners.

OVERALL RESPONSIBILITIES:

1. MAIN DUTIES AND RESPONSIBILITIES

- Ensure that you and the staff work in accordance with the Statement of Purpose and Function of the home, updating relevant documents as directed by your manager
 - Demonstrate effective leadership to direct and support the staff team to deliver person centered childcare, working towards the best outcomes for each young person
 - Demonstrate a working knowledge, implement, adhere to and give guidance to other staff on all relevant legislation for Children's Homes.
 - Demonstrate a working knowledge and understanding of the Children's Homes Regulations 2015, The Quality Care Standards and the SCCIF, under which each home is measured and judged against and promptly implement any
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recommendations or address requirements to improve the service after any Ofsted inspection.

- To ensure that you and the staff team implement and adhere to Prosperity Children's services (PCS) Safeguarding Policy, Working Together 2019 and Local Authority Safeguarding procedures
- Work cohesively and in partnership with team members and other professionals
- Ensure Local Authority Social Workers are notified of all significant events, incidents, important changes and physical interventions within 24 hours.
- Ensure that young people receive a sensitive residential service which best meets their individual social, racial, psychological, educational, cultural, physical identity and health care needs
- Undertake all administrative tasks necessary for the effective running of the home within PCS Policies and Procedures.
- As directed by your manager ensure that the home is fit for purpose by ensuring that Fire Regulations and Health and Safety Regulations are met, Quality Assurance and Regulation 44 Reports action points are addressed promptly.
- Supporting the Manager in the performance and development of staff by conducting regular supervisions and annual appraisal process
- Participate effectively in the on-call duty system.
- Complete appropriate training within the required timeframes, ensuring that an up-to-date training record is maintained.
- Undertaking other duties as may be deemed appropriate from time to time.

We are looking for candidates who have proven skills and experience in a Residential Care Setting or equivalent setting and are passionate about improving the lives and outcomes for children and young people. We are an activity-based company and promote the well-being of our young people through a wide and varied programme of activities, sports and hobbies.

- **2. GENERAL**

- To attend meetings and training as required.
 - To share the responsibility for creating a pleasant working environment.
 - To be flexible in hours of work in order to meet tasks required.
 - To be aware of Health and Safety regulations particularly as related to the upkeep of the office building and its surroundings.
 - To undertake any other duties that may be reasonably requested by your line manager or any of the Senior management team of Prosperity Children's Services
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- To be concerned for the welfare of the staff offering support at times of stress, praising work completed and monitoring performance including sickness absence.
 - Maintain personal and professional development

SAFEGUARDING

This post is subject to an Enhanced Disclosure check.

Prosperity Children's Services is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. As part of the selection process, we will undertake checks to ensure that you do not pose of risk of harm to children and young people.

The post-holder will be expected to contribute to safeguarding children and young people and promoting their welfare of children in accordance with the agreed Child Protection Policy for the setting. Any issues or concerns are reported to their Designated Safeguarding Lead.

REVIEW

This job description will be reviewed at least once per year and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the establishment in relation to the post holder's professional responsibilities, duties and grading.

Employee Signature.....

Print Name

Date

Prosperity Children's Services is committed to the safeguarding and promotion of the welfare of all children and young people in our care. All staff have a key role and responsibility in this area.





PERSONAL SPECIFICATION

Qualifications (Essential)

- Good level of education
- Level 3 Qualification in Children in Residential Care (or equivalent)

Qualifications (Desirable)

- GCSE in Maths and English at C Grade or above
- Level 5 Qualification in Leadership & Management in Children's Services - or working towards.
- Social Work Degree or Qualification (or in training)

Experience (Essential)

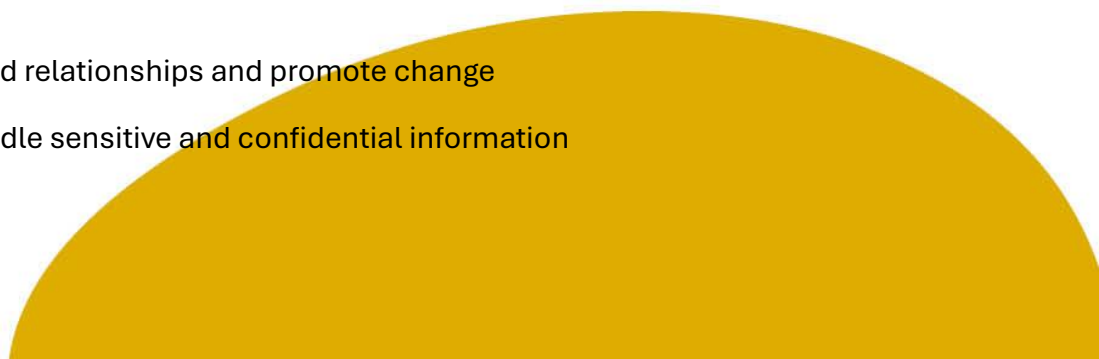
- Experience of working with children, young people and their families in a supportive role, ideally within a Children's Home Setting
- Working and supporting children with Social and Emotional needs
- Excellent knowledge and experience of computer/word/outlook-based systems including ClearCare.
- Attendance and partaking in Child focussed meetings, such as Child in Care Reviews, Care Planning

Experience (Desirable)

- Previous experience in a Deputy Manager or Senior Role in a Residential Children's Care Setting
- Experience in the line management of staff, including supervisions

Skills & Abilities (Essential)

- Excellent verbal, communication and interpersonal skills in order to communicate effectively with carers, children, families and colleagues
- Excellent organisational skills and able to under own initiative and as part of a team
- Ability to build relationships and promote change
- Ability to handle sensitive and confidential information





Skills & Abilities (Desirable)

- Any relevant or transferrable skills, such as First Aid trained

Knowledge (Essential)

- Working knowledge of Child Protection & Safeguarding
- Knowledge of the mental health needs of children and adolescents

Knowledge (Desirable)

- Knowledge of the Children Act & Children's Homes Regulations
- Understanding and knowledge of Therapeutic Approach to Childcare

Personal Qualities (Essential)

- Commitment to continued professional and personal development
- Calm, approachable manner, adaptable and non-judgemental
- Commitment to equal opportunities and valuing diversity
- Able to demonstrate Resilience in challenging situations
- Reliable, flexible and committed to high standards

Additional (Essential)

- Must be over 21 years

Additional (Desirable)

- Driver with a current driving licence

We have a strong commitment to staff development and there will be considerable opportunities for internal and external training and for sharing good practice within the community.

Prosperity Children's Services are committed to Safer Recruitment; CVs cannot be considered without a completed application form.

The post is subject to an enhanced DBS disclosure, an employment background check, satisfactory references & verification of right to work in the UK.



How to Apply:

➡ [Download Application form](#)

CVs alone are not accepted for all roles.

If shortlisted for interview you will move to the next stage of our recruitment process.

Get Fast Tracked

Already ahead of the game? You could start your journey with us even sooner. If you currently hold a valid Enhanced DBS (for Children or Children & Adults) and are registered with the DBS Update Service, you may be eligible for our Fast Track recruitment route. Waste no time in fast tracking your way into our team.



What does Fast Track mean for you?

- Quicker onboarding – skip unnecessary delays
- Faster enrolment onto your chosen programme
- Early access to training and placements
- Start earning and gaining experience sooner

We recognise the value of candidates who are already prepared and compliant, so our Fast Track option is designed to get you moving quickly and efficiently.

Who is eligible?

You may qualify if:

- You hold a current Enhanced DBS certificate
- Your DBS is registered on the Update Service
- The certificate is relevant to the role you're applying for

➡ [Learn more about Fast Track](#)



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Follow us: **in**  **f** 

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